

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 2 - COUNCIL PROCEDURES**

**CP 94-2.09**      **Council Orientation**

**Adopted August 15, 1994**

Revised August 19, 1996  
Revised September 3, 1996  
Affirmed April 19, 1999  
Revised June 18, 2001  
Revised October 20, 2003  
Revised November 7, 2005  
Revised October 15, 2007  
Revised October 19, 2009  
Revised November 7, 2011

**2.09.010**      **Purpose**

To assist citizens seeking election to City office and to aid elected or re-elected City officials in understanding their roles and responsibilities.

**2.09.020**      **Background**

2.09.021      Elected officials in the City of Corvallis must fulfill a variety of functions and have numerous commitments on their time. Additionally, the performance of their official duties is governed by numerous legal and procedural regulations and guidelines beginning immediately upon their taking office.

2.09.022      In order to provide the best possible support for newly elected officials as they assume these responsibilities, a plan is needed to ensure that they receive all the information and assistance they require in a timely manner. The Orientation Plan provides this support through the materials and processes described in this Policy.

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### 2.09.030      Policy

#### 2.09.031      General:

- a. An Orientation Plan is hereby adopted which supports newly elected and potential elected officials through the Matrix of Materials (Exhibit A) and the Process Schedule (Exhibit B).
- b. The Plan allows for input from the participants at each phase of the process: Pre-Candidate, Candidate, Post Election, First Months, and Later.
- c. The Plan provides for participation from existing elected and appointed officials as well as other City staff and representatives from the media.
- d. The Plan provides both general information about the City and the role of elected officials and more specific information on essential issues such as land use planning, budgetary procedures, municipal law, State and Federal regulations, goal setting, and team building.
- e. The Plan is designed to facilitate participation by every candidate or elected official.
- f. The Plan is designed to be consistently updated to reflect current needs.

### 2.09.040      Review and Update

This Policy shall be reviewed every two years by the City Council and updated as appropriate.

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### **EXHIBIT “A”**

#### **COUNCIL ORIENTATION**

#### **MATRIX OF MATERIALS**

##### Pre-Candidate (by Assistant to City Manager/City Recorder)

Election timeline

“Elections” manual, selected sections/forms

Petition for nomination

Charter

Ward boundary map

Municipal Code, selected sections

Organization charts

LOC Newsletter article “What’s Your Role?”

Candidate Statement form, Benton County Voters’ Pamphlet

Six-month calendar; invitation to attend meetings of the City Council, Council committees, Planning Commission, and other advisory boards

##### Candidate (by Assistant to City Manager/City Recorder)

Current year City Council mission/goals

Current year budget summary

Electronic links to City Council packets

Electronic links to Council Standing Committee and Planning Commission agendas

ICMA brochure “The Council Manager Plan: Answers to Your Questions”

Parking Permit (good through election day)

##### Post-Election (by various)

Mayor/City Council Handbook (Assistant to City Manager/City Recorder)

Current year Budget and next fiscal year budget timeline (Finance)

Five-year Capital Improvement Plan (Public Works)

Electronic link to Quarterly Operating Report (most recent) (Finance)

Map of City facilities (Public Works)

City Attorney memo on various items (reference State Attorney General’s Public Records and Meetings Manual) (City Attorney)

##### Post-Election (Continued)

City Procedural Manual: Quasi-Judicial Land Use Decisions (Community Development)

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Council Policy manual (Assistant to City Manager/City Recorder)

Comprehensive Plan; Land Development Code; Map, Transportation Plan (Community Development)

“Participating in Public Hearings” (pamphlet, citizens guide) (Community Development)

Departmental Initiatives (City Manager)

Advisory Boards, Commissions, and Committees Charge and Activity Summary (Assistant to City Manager/City Recorder)

Parking Permit (post-election and current term) (Assistant to City Manager/City Recorder)

Boards, Commissions, and Committees directory (Assistant to City Manager/City Recorder)

For Reference Only (not immediate comprehensive reading)

Web Resources

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### **EXHIBIT “B”**

#### **COUNCIL ORIENTATION**

#### **PROCESS SCHEDULE**

##### **Pre-Candidate**

Packets are given to individuals as they come to City Hall to request them. Packets include materials identified for “pre-candidate” in Exhibit “A” of this policy.

*Survey* all those who took out packets at the end of the filing period to receive feedback on the materials.

##### **Candidate**

Candidates receive materials identified for “candidate” in Exhibit “A” of this policy.

Initial briefing with Mayor, Council Leadership, City Manager – schedule two or three sessions at different times to accommodate candidates' schedules. Distribute current Council's mission/goals, current budget summary, etc. Explain process, scheduled meetings, and agendas/packets candidates will receive. Round table discussion on Council roles, Council President and Vice-President roles, observations, time commitment, etc. (Approximately one to two hours).

Open House with Department Directors – departmental “stations” may include short presentations and question/answer period. Provide departmental hand-outs. (Approximately one to two hours)

*Survey* candidates after the election to obtain feedback on the process and materials contained in this section.

##### **Post-election**

Provide materials to elected officials as identified for “post election” in Exhibit “A” of this policy.

Meeting with City Manager, Community Development Director, and Assistant to City Manager/City Recorder to discuss land use, legal issues, Visitors Propositions, Council meetings, etc. (Approximately one to two hours)

Meeting with City Attorney to discuss various legal issues, open meetings, conflict of interest, *ex parte* discussions, etc. (Approximately one to two hours)

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Meeting with advisory Board and Commission Chairs (as many as can attend) to discuss key issues, roles, and concerns. Hand-outs include the current listing of Boards and Commissions, Municipal Code sections describing each one's charge, the latest Board and Commission newsletter, etc. (One hour)

Meeting with a media panel including the Corvallis Gazette-Times editor, a cable television representative, and at least one radio representative regarding roles/expectations of the media vis a vis Councilors. (One-half to one hour)

Training with Assistant to City Manager/City Recorder and MIS on E-mail, laptop, and electronic Council meeting packets.

During Mayoral election years, a briefing for the new Mayor by the current Mayor. (Two to four hours)

Joint session of new and existing elected officials summarizing major issues of concern and current and upcoming projects, etc. (Two to four hours)

Mayor/Councilors-Elect work session on team building; include a component with Senior Staff (Two hours)

Mayor/Councilor-elect work session on goals and objectives. (Two days)

Orientation session with the Budget Commission to discuss process, schedule, what to look for, etc. Finance Director distributes quarterly report, budget documents, CIP, etc. (One to two hours)

Individual meetings scheduled for newly elected officials regarding specific areas of interest (special meetings with staff members involved in that issue, etc.) Repeat tours as needed. (As needed)

Swearing in ceremony at Council. (First meeting in January)

Survey new Councilors to receive feedback on the overall Council orientation program (February).